

# Information and Assistance

## **ARMS**

*Instructions*

*On-Line Data Entry*

## Information and Assistance (Service 040)

Providers will no longer enter any specific client information (DOA-101) into the system for this service. Instead, providers will maintain a log of client contacts for information and/or assistance (as already required by the service standards). At the end of the month each provider will tally the total number of client contacts for the month. This figure will be entered into Computer Keyes (refer to ARMS Update-4) or **on-line** in ARMS.

The user should press **Enter** on the **SSN** Field and enter Service code **040** in the Service field. The user will have to key the **Region, Provider, County, and SRW**. The cursor will jump to the Number of Persons Served field for them to enter the total number of client contacts for the report month. The **Number of Units** field will be disabled for this service.

**ARMS2000**

Auto

**SERVICE TOTALS**

SSN: - - Name: Service: **040**  
FV: **2000** Region: **F** Provider: **012** County: **13** SRW: **152** Fund Source: **01**

	Jul	Aug	Sep	Oct	Nov	Dec
Number of Persons Served:	<b>34</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Number of Units:	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	Jan	Feb	Mar	Apr	May	Jun
YTD Persons:	<b>34</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
YTD No. of Units:	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Date of: **08/13/1999**  
By: **ANNE**

**<Ctrl-W> = Save & Next      <PgUp> = Previous      <Esc> = Return to Menu**  
**<F7> = SRW Totals      <PgDn> = Next**

**08/13/1999      LINDA OWENS      LPT2      Supervisor      10:52:43**

The service will remain a non-unit reimbursed service. Providers can draw down the monthly portion of their allocation on Form DOA-543. Providers can submit this through Computer Keyes (refer to ARMS Update-4) using the REIM2000.FMT or key on-line in ARMS. [Reference: HCCBG Procedures Manual, Reimbursement Policies and Procedures (Sec. 3, X, B, 6, c) and Instructions for Reporting through ARMS (Sec. 4, XVI, A, 7 or B, 9)].